



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUND MAINTENANCE WORKER V OPTION A: IRRIGATION OPTION B: GROUNDS SERVICES	26	H	9.630
GROUND MAINTENANCE WORKER IV	24	H	9.633
GROUND MAINTENANCE WORKER III	23	H	9.635
GROUND MAINTENANCE WORKER II	22	H	9.639
GROUND MAINTENANCE WORKER I	20	H	9.641

SERIES CONCEPT

Performs a wide variety of landscape, garden and greenhouse duties such as planting, pruning, mowing, trimming, watering, fertilizing and weeding. Operating hand tools, hand-powered tools, and light mechanized equipment such as power mowers, tractor mowers, trenching devices, forklifts and hoists.

Incumbents keep the grounds areas clean and free of trash, fallen leaves, and snow and ice by sweeping, raking, shoveling, picking up debris and operating light, medium and heavy equipment such as pickup trucks, dump trucks, trash compactors and loaders.

Prepares new landscape sites by reviewing plans with supervisor, purchasing necessary supplies, installing sprinklers, top soil, decorative material and appropriate plantings.

Performs periodic maintenance and makes minor repairs on tools, equipment and vehicles in order to maximize their efficiency and life span.

Operates, repairs and installs sprinkler systems and drip systems including pipes, valves, sprinklers and timing devices in order to provide effective and economic watering cycles.

Assists in the set up of special events by moving required furnishings and fixtures to and from event sites. Moves office furnishings and supplies when new purchases arrive and when staff relocates from one office to another.

Identifies plant diseases, undesirable pests and noxious weeds associated with landscaping and applies corrective measures to eradicate them through the use of hand tools, power tools and application of appropriate chemicals.

Incumbents may also perform specialized horticulture tasks such as plant propagation, transplanting, climate control and irrigation under close supervision in a greenhouse on a university campus.

GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 2 of 9

CLASS CONCEPTS

GROUNDS MAINTENANCE WORKER V

OPTION A: IRRIGATION

Under general supervision of a Grounds Supervisor, prepare designs for new irrigation systems or modifications to existing irrigation systems and supervise or provide leadwork for their construction, maintenance and repair; and perform related grounds service work as required.

Incumbents draw irrigation system plans to scale, calculate flow rates, determine components needed for optimum coverage, prepare estimates for amount and cost of material needed and oversee and participate in project implementation. Incumbents research product publications and attend seminars to keep current on irrigation system design and maintenance.

Incumbents perform or oversee the more technical repairs to the irrigation systems including repairs to the controllers, remote valves, pumps and vacuum breakers. Incumbents determine when irrigation system components should be repaired or replaced, what types of components and materials are best suited for the job and when a project requires the services of an outside contractor.

Positions in this class are distinguished from those at the lower level by the level of knowledge and skills required to design, construct and repair irrigation systems; and determine appropriate system components.

OPTION B: GROUNDS SERVICES

Under general supervision of a Facility Supervisor, is solely responsible for grounds services at a medium-sized institution. Incumbents independently perform some or all of the duties in the series concept, prioritize and schedule grounds maintenance functions, purchase supplies, maintain inventories, direct the work of clients and/or contractors and may function as line supervisor for a small permanent staff of lower level Grounds Maintenance Workers. These positions are distinguished from those at the lower level by the knowledge, skills and abilities required to assume agency-wide responsibility for a grounds maintenance program.

BOTH OPTIONS:

Both options require incumbents to have personal contact with agency staff and a variety of vendors for the purpose of coordinating schedules and acquiring needed materials and services and to make decisions that significantly impact grounds maintenance planning, scheduling and expenditures.

GROUNDS MAINTENANCE WORKER IV

Under general supervision, provides working assistance in a specialized phase of grounds service to a Grounds Supervisor at a large facility such as a main college campus by performing some or all the duties described in the series concept, planning and scheduling some routine activities and supervising a small permanent subordinate staff including work assignment, work review, training,

GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUND SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 3 of 9

CLASS CONCEPTS (cont.)

performance evaluation and discipline; or under general supervision of a Grounds Supervisor, performs specialized technical work on facility irrigation systems on a full-time basis including assisting a higher level Grounds Maintenance Worker in laying out new construction or modifications to existing systems, inspecting the system for proper function and diagnosing malfunctions, and scheduling irrigation according to campus events, seasonal demands and adverse conditions. In addition, incumbents may perform preventative maintenance and make repairs by maintaining and cleaning wells and storage tanks and repairing controllers, valves lines, sprinklers and back flow preventors.

Positions in this class are distinguished from those at the lower level by their full supervisory responsibilities over other permanent staff which includes responsibility for the timely and accurate completion of tasks assigned to their work unit requiring the application of independent judgment, discretion and supervisory principles; or by the technical knowledge required to construct, maintain and repair a complex network of irrigation systems that have a greater impact on the grounds service budget and the overall landscape program.

GROUNDS MAINTENANCE WORKER III

Under general supervision of a Grounds Supervisor, positions in this class perform all or part of the duties in the series concept and act as leadworker on a continuous or regular, reoccurring basis for an inmate labor crew, mental health clients or Job Corp students. Incumbents provide work assignment, work review, training and periodic performance reports in conjunction with a formalized rehabilitation, resocialization or job training program.

Incumbents have planning, scheduling and prioritizing responsibilities similar to the positions at the higher level but do not apply the same range of supervisory principles and techniques.

Positions in this class are distinguished from those at the lower level by the full-time leadworker responsibilities. In addition, the organizational and decision making skills required to plan, schedule and prioritize work assignments according to program criteria for an inmate labor crew, mental health clients or Job Corp student are not required at the lower level.

GROUNDS MAINTENANCE WORKER II

Positions allocated to this class usually work under the general supervision of a higher level Grounds Maintenance Worker, Grounds Supervisor or Facilities Supervisor.

Incumbents perform all or part of the duties in the series concept and may act as leadworker or assume some of the supervisors' responsibilities in the supervisor's absence.

This class is distinguished from the lower level class by the variety and complexity of duties performed; the variety of tools, equipment and techniques used in performing them; and the supervision received which allows incumbents to identify and perform routine tasks, prioritize daily assignments and select methods, materials and equipment to perform the more complex assignments.

This is the journey level for the series.

GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUND SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 4 of 9

CLASS CONCEPTS (cont.)

GROUNDS MAINTENANCE WORKER I

Under immediate supervision, positions in this class perform some of the duties described in the series concept such as mowing, trimming, irrigating and feeding turf; pruning trees and shrubs; raking leaves; performing general grounds cleanup and trash removal; and snow removal and ice control. The more complex duties such as preparing landscape sites, installing and repairing irrigation systems, applying restricted pesticides, and performing specialized horticulture tasks are either not performed at this level or are performed under the direct guidance of the supervisor or higher level grounds worker.

Work may be performed using hand tools, power tools and a variety of light to medium grounds maintenance equipment.

Incumbents typically encounter work situations that are of limited variety and complexity; and choices, judgments and decisions are limited to selection of proper tools and equipment and minor decisions regarding techniques or methods, i.e., when foliage needs water.

Positions in this class function below the journey level of the series and progression to the next level is not automatic.

MINIMUM QUALIFICATIONS

GROUNDS MAINTENANCE WORKER V

EDUCATION AND EXPERIENCE:

OPTION A: IRRIGATION

I

One year of experience equivalent to a Grounds Maintenance Worker IV in which the applicant installed, maintained and repaired irrigation systems for a majority of the time; OR

II

A combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the facility irrigation systems including the location of the irrigation network of controllers, valves, lines and heads. Working knowledge of the publications available that provide technical assistance in the design, installation and repair of irrigation systems. General knowledge of area vendors that supply irrigation system components.

GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 5 of 9

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the principles, methods and materials used in irrigation system installation, maintenance and repair.

Ability to prepare a scale sprinkler system drawing, calculate flow rates and determine compatible components. Ability to perform technical repairs on irrigation system controllers, valves and vacuum breakers. Ability to prepare written estimates of materials and costs. Ability to read technical publications related to irrigation system installation, maintenance and repair.

OPTION B: GROUNDS SERVICES

EDUCATION AND EXPERIENCE:

I

One year of experience as a line supervisor on a grounds crew equivalent to a Grounds Maintenance Worker IV; OR

II

Two years of experience performing journey level grounds maintenance and leadwork supervision equivalent to a Grounds Maintenance Worker III; OR

III

Three years of experience performing journey level grounds maintenance using a variety of tools and techniques equivalent to a Grounds Maintenance Worker II; OR

IV

A combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of State Purchasing procedures. General knowledge of area vendors that supply grounds maintenance products and equipment.

Ability to maintain adequate inventories of frequently used grounds maintenance supplies.

GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUNDS SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 6 of 9

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to independently prioritize and schedule agency-wide grounds maintenance activities. Ability to communicate verbally and in writing with varying levels of agency staff and outside vendors.

In addition, all knowledge, skills and abilities required at the lower level of the series.

GROUNDS MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE:

I

One year of experience performing journey level grounds maintenance and lead work supervision equivalent to a Grounds Maintenance Worker III in Nevada State service; OR

II

Two years of experience performing journey level grounds maintenance work using a variety of tools, equipment and techniques equivalent to a Grounds Maintenance Worker II in Nevada State service; OR

III

A combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of automatic irrigation systems and related equipment. General knowledge of the principles and practices of supervision.

Ability to supervise and direct the work of subordinate staff.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of efficient irrigation methods. Working knowledge of landscape methods, materials, equipment and techniques.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

 GROUND S MAINTENANCE WORKER V OPTION A: IRRIGATION OPTION B: GROUND S SERVICES 	26	H	9.630
GROUND S MAINTENANCE WORKER IV	24	H	9.633
GROUND S MAINTENANCE WORKER III	23	H	9.635
GROUND S MAINTENANCE WORKER II	22	H	9.639
GROUND S MAINTENANCE WORKER I	20	H	9.641

Page 7 of 9

MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

SPECIAL NOTE: Specialized background or skills may be required to perform all the tasks of a position. Any specialized background will be identified during the recruitment process within the parameters of the class specification.

GROUND S MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE:

I

One year of experience performing journey level grounds maintenance work using a variety of tools, equipment and techniques equivalent to a Grounds Maintenance Worker II in Nevada State service; OR

II

A combination of education and experience that provided the applicant with the entry level knowledge, skills, and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the procedures related to inmate custody and supervision.

Ability to direct the work of inmates, clients or Job Corp residents within the parameters of a formal rehabilitation, resocialization or job training program.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to plan and schedule routine grounds service activities.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

GROUND S MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE:

I

Six months of experience performing basic grounds maintenance work equivalent to a Grounds Maintenance Worker I in Nevada State service; OR

GROUNDS MAINTENANCE WORKER V	26	H	9.630
OPTION A: IRRIGATION			
OPTION B: GROUND SERVICES			
GROUNDS MAINTENANCE WORKER IV	24	H	9.633
GROUNDS MAINTENANCE WORKER III	23	H	9.635
GROUNDS MAINTENANCE WORKER II	22	H	9.639
GROUNDS MAINTENANCE WORKER I	20	H	9.641

Page 8 of 9

MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

II

A combination of education and experience that provided the applicant with the entry level knowledge, skills, and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of gardening and landscape methods, techniques, material and equipment. General knowledge of sprinkler systems and related equipment. General knowledge of departmental and State purchasing procedures. General knowledge of common weeds, pests and plant diseases associated with gardening and the methods used to eradicate them. General knowledge of efficient irrigation methods.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to act as leadworker. Ability to prioritize and perform routine tasks without constant supervision.

In addition, all knowledge, skills and abilities required at the lower level of the series.

GROUNDS MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE:

I

Six months of experience as a general laborer that demonstrated an ability to operate tools and equipment; OR

II

A combination of education and experience that provided the applicant with the entry level knowledge, skills, and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Basic knowledge of the methods, materials and tools used in grounds service work.

Ability to operate and perform preventative maintenance on tools and equipment associated with grounds service work.

 GROUND S MAINTENANCE WORKER V OPTION A: IRRIGATION OPTION B: GROUND S SERVICES 	26	H	9.630
GROUND S MAINTENANCE WORKER IV	24	H	9.633
GROUND S MAINTENANCE WORKER III	23	H	9.635
GROUND S MAINTENANCE WORKER II	22	H	9.639
GROUND S MAINTENANCE WORKER I	20	H	9.641

Page 9 of 9

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Skill in the use of common hand tools such as rakes and shovels.

Ability to follow oral and written instructions. Ability to perform heavy manual labor.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.630</u> 7/1/91P 11/29/90PC	<u>9.633</u> 7/1/91P 11/29/90PC	<u>9.635</u> 7/1/91P 11/29/90PC
REVISED:	7/1/91P 2/15/91-3	7/1/91P 2/15/91-3	7/1/91P 2/15/91-3

ESTABLISHED:	<u>9.639</u> 11/16/72	<u>9.641</u> 11/16/72
REVISED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC